



HVAC SERVICE CHECKLIST

Customer / System Detail

Full Name: _____ Address: _____

Date of Service: _____ Technician: _____



System Outline

- ☐ Review the entire HVAC system condition
- ☐ Verify unit age and variant
- ☐ Check the power on and off
- ☐ Check for strange sounds
- ☐ Assess air ducts for seepages or defects

Airflow & Filtration



- ☐ Assess air purifiers, change if dusty
- ☐ Check supply and return air vents
- ☐ Dispose dirt and debris
- ☐ Make sure, free airflow



Heating

- ☐ Assess heater or climate control operation
- ☐ Check fuel burners and heating coil
- ☐ Verify ignition unit and safety devices
- ☐ Review gas connections

Cooling



- ☐ Check cooling unit and heat absorption coils
- ☐ Sanitize coils as required
- ☐ Verify cooling fluids and tubing
- ☐ Check the compressor and condensate line



Electrical

- ☐ Check wiring, circuit breakers and circuit fuses
- ☐ Verify system relays and switching devices
- ☐ Assess motor capacitors
- ☐ Check thermostat function

Indoor Air Quality



- ☐ Check humidity control unit
- ☐ Verify air filters and UV lamps
- ☐ Inspect air circulation and temperature throughout all zones



Efficiency & Safety

- ☐ Verify temperature output
- ☐ Evaluate energy consumption and system cycles
- ☐ Check carbon monoxide and fire detectors
- ☐ Make sure, free space around the system



CALL US

(910) 514-0130

www.eliteairtx.com

Aledo, TX 76008